

Title: Budget and Expenditure Controller	Effective Date: October 18, 2010	Grade: XIV	Job Category: Professional
Prior Title: Budget and Expenditure Controller	Prior Effective Date: August 24, 2007	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for performing internal accounting control functions to ensure that sound fiscal management and control of Departmental operations is maintained.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Ensure the accuracy of Division and District monthly budgets and correlation of their reports to computer-generated budget and expenditure reports.
- Maintain various accounts to ensure the accuracy of the trial balance.
- Analyze and clear suspense account for proper payroll distribution.
- Record allotments for special project authorizations; close allotments for completed special project authorizations.
- Maintain daily contact with Division and District personnel conferring on accounting methods and procedures.
- Prepare quarterly reports for Federal Highway Administration reporting the Department's accrued unbilled costs of federal participating monies.
- Prepare annual Bureau of Census report on Department expenditures.
- Determine the distribution cost rates for the Department's two airplanes on an annual basis.
- Work with the Section Head in the planning of Section work and setting up new projects.
- Supervise the Section in the absence of the Section Head.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Accounting experience. Five years experience with the Department's accounting system or State Governmental accounting system.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)